

**ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

PERFORMANCE EVALUATIONS & DISCIPLINE

All personnel on assignment will abide by the rules, regulations, policies, safety practices, and instructions from supervisors; respect the rights of fellow workers; and properly care for government and personal property. Review of violations and actions, if necessary, will be done by local supervisors and/or management. Home Area/Region management will follow-up with further investigation, review, termination of emergency employment, or discipline as required.

An evaluation will be prepared for all State personnel, crews and non-crew EFF assigned to an incident, mobilization base, dispatch or logistics office, or elsewhere. These evaluations are confidential and should be treated as such.

State personnel should make every effort to obtain a performance evaluation when on any assignment.

Evaluation Forms

An evaluation should be a thorough, accurate, and fair reflection of an EFF single resource or crew's performance in all aspects for the entire period of their assignment.

The basic guideline for EFF crew (both Type 1 & 2) and non-crew EFF evaluations is found in the current Alaska Emergency Firefighter Type 2 Crew Management Guide. To ensure that established procedure is followed, supervisors will read and adhere to the Crew Evaluation chapter in the Alaska Type 2 Emergency Firefighter Crew Management Guide **when evaluating a crew**.

EFF crews as well as Superintendents/Crew Bosses will be evaluated for that assignment by the immediate off-crew supervisor using the Crew Performance Rating (ICS Form 224 located at the end of this chapter). In Section VII.C.3., the term "contractor" is substituted for "governing body" in the case of a contract crew. The term "crew boss" means, "crew superintendent" in the case of a Type 1 crew.

For Non-Crew members an evaluation should be completed upon change in supervisors, or completion of an assignment. Non-crew EFF are evaluated on the EFF Non-Crew Performance Rating (DOF Version ICS 226 at the end of this chapter). For non-crew evaluations, references in the Crew Management Guide, references to "crew" and "governing bodies" do not apply.

In some geographical areas, evaluations are not completed unless an employee's performance is outstanding or deficient. Nevertheless, employees should make every effort to obtain a performance evaluation for every assignment.

If the supervisor is unable to discuss the evaluation with the employee before their departure from the assignment, the Incident Commander will ensure the employee receives an opportunity to discuss the rating and respond to any issues in writing.

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Regular Government Employees

All government personnel shall be evaluated using the Incident Personnel Performance Rating (see ICS Form 225 at the end of this chapter). The Forestry office in charge of the assignment will review all evaluations for completeness and any deficient rating(s).

Routing

When an evaluation is completed it is routed as follows:

EFF Crew/Non Crew

- One copy will be given to the Crew Superintendent/Crew Boss (or individual if non-crew) prior to release.
- One copy will be given to the incident's Plans function, if applicable, or the administrative unit in charge of the assignment.
- One copy will be sent to the crew/non-crew local governing body, contractor or home unit (whichever is applicable) as soon as possible.

State employee

- A copy given to the individual
- A copy given to plans (to be forwarded to the individual's home unit)

Retention

Evaluations for EFF crews or individuals will be maintained by the home Area/Region as part of the crew's/individual's record. Evaluations will be reviewed and used for determining effectiveness and performance.

When a "deficient" rating is noted, the home Area/Region will be notified at the earliest opportunity by either the Incident Plans Section, the Incident Commander, or the administrative unit in charge of the incident.

EFF Conduct and Discipline

The basis for conduct and discipline for crew and non-crew EFF, is found in the Alaska Emergency Firefighter Type 2 Crew Management Guide. It is the intent of Forestry to ensure all EFF are held to the same standard of conduct.

It is worthy of note that non-crew EFF are "at-will-employees" and have no rights, guarantees, or appeals when it comes to employment. The employer can release them at any time and can elect not to hire them. All employees' conduct and performance reflects on the Division, and non-crew EFF should be chosen to perform well and to serve as good representatives of the Alaska Fire Community. Non-crew EFF are bound by the same conditions of hire as crew EFF.

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Throughout the Alaska Emergency Firefighter Type 2 Crew Management Guide, the term “crew boss” shall refer to “crew superintendent” in the case of Type 1 crews, and does not apply in the case of non-crew EFF. References to “village” do not apply in the case of non-crew EFF, and may not apply to Type 1 crews as applicable. The term “EFF crew” does not apply to non-crew EFF.

Government Employees Conduct and Discipline

It is the intent of Forestry that all government employees, regular state employees as well as EFF, are held to the same standard of conduct. However, union agreements, personnel rules, and Human Resources’ direction dictate response in many aspects of discipline.

Government employees can be terminated from an assignment for cause, and required to return to their home unit. The administrative unit in charge of the assignment shall forward to the home unit any evaluations, investigations, reports, etc., done on an employee.

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